

Examination Proctoring Policy (for student)

1. Professional library staff will proctor examinations for patrons. A fee of \$5.00 per sitting will be charged for proctoring. Student must prepay at circulation and present the receipt at reference before the exam will be given.
2. The patron should make an appointment in advance with a Reference Librarian to have an examination proctored. The librarian should advise the patron to bring a driver's license or picture identification card and should advise the patron of the \$5.00 fee. If the testing institution does not provide a postage-paid envelope, it is the patron's responsibility to provide one.
3. The student must present the required identification before taking the examination.
4. Examinations will be proctored in a study room or a quiet area when available.
5. When the patron has completed the test, the librarian will sign the examination materials and mail them to the institution. If the patron needs the materials to be Federal Express delivered, the patron must provide the librarian with a pre-paid envelope.